

# JOB VACANCY ANNOUNCEMENT

## Texas Veterans Commission

1700 North Congress, Suite 800

Austin, Texas 78701

(512) 463-1295

FAX (512) 463-2847

### Program Specialist

<b>Job Posting Number:</b>	17-29	<b>Monthly Salary:</b>	\$3,293.00 - \$4,400.00
<b>WIT Posting Number</b>	6509616		
<b>State Classification:</b>	Program Specialist II	<b>Class No., Group:</b>	1571/B18
<b>Location:</b>	Austin	<b>FLSA Status:</b>	Nonexempt
<b>Work Week:</b>	Monday-Friday, 40 hours/week	<b>Travel:</b>	25%
<b>Posting Date:</b>	11/10/2016	<b>Closing Date:</b>	Until Filled

**Job Summary:** This position serves as a vital member of the Veteran Education Program team. Performs routine consultative services, technical assistance, and compliance survey work for the Veterans Education Program. Work involves planning, developing and implementing an agency program and/or providing consultative services and technical assistance to program staff, governmental agencies, colleges and universities, community organizations or the general public.

**Experience and Educational Federally Mandated Minimum Requirement:** Bachelor's degree from an accredited institution and five years related experience in an education or training environment; Master's degree with three years related experience; Doctoral degree with one year related experience.

**Job Duties:**

- Participates in program planning, development, and implementation.
- Evaluates applications and supporting documentation submitted by schools and training establishments seeking approval to train Veterans and other eligible candidates.
- Conducts on-site visits, surveys, inspections, or reviews to determine compliance with certification requirements, laws, regulations, policies and procedures.
- Provides technical assistance on program services.
- Prepares routine and special correspondence, reports, studies, forms and documents.
- Communicates verbally or in writing to school officials, internal staff, legislative staff, other state and federal agencies and the general public on Department of Veterans Affairs (VA) regulations that govern Veterans Education.
- Follows established procedures and timelines in completing reporting and administrative responsibilities.
- Assists in the development and maintenance of the Veterans Education Access database for collecting, organizing, and analyzing program data.
- Travel is required for work related functions.
- Work hours other than 8-5 may be required.
- Performs related work as assigned.

**Knowledge, Skills and Abilities:**

- Knowledge of Veteran Education Programs and services is preferred.
- Skill in developing and maintaining a cooperative working relationship with partners and stakeholders.
- Ability to communicate effectively both orally and in writing.
- Ability to develop and conduct training opportunities for staff, partners, and stakeholders.
- Ability to interpret laws, rules and regulations applicable to federal VA regulations that govern Veterans Education.
- Ability to work efficiently and independently in a dependable and organized manner in order to meet various deadlines.
- Ability to gather, assemble, correlate and analyze facts.
- Ability to devise solutions to problems.
- Ability work cooperatively with others in a team environment.

**Preferred Qualifications:**

- Experience with Microsoft Word, Excel, Access, Power Point is strongly preferred.
- Honorably discharged Veteran is strongly preferred.

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**(Continued)**

**Additional Requirements:**

A valid Texas driver's license is required.

**Environmental & Physical Conditions:**

Normal office work environment, mostly sedentary in nature. May involve walking; standing; remaining stationary for long periods of time; pulling and pushing; kneeling, stooping and bending; and safely lifting and carrying items weighing up to 30 pounds. Work involves extensive telephone usage and repetitive hand/wrist/finger motions while using the computer.

**Military Crosswalk information:**

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**To Apply:**

Submit a complete (no blanks) State of Texas Employment Application to: [human.resources@tvc.texas.gov](mailto:human.resources@tvc.texas.gov)

OR

Through <https://wit.twc.state.tx.us>.

OR

Mailed applications will be accepted to the Texas Veterans Commission, Attn: Cheryl Sites, Human Resources Specialist, P.O. Box 12277, Austin, TX 78711. Applications must be postmarked by the closing date in order to be considered for this posting.

Resumes will not be accepted in lieu of the State of Texas application.

Applications may be requested from the Texas Veterans Commission, 1700 N. Congress, Suite 800, Austin, TX 78711 at (512) 463-6564 or downloaded from the Texas Workforce Commission website.

***In order to receive Veterans' preference, a copy of Form DD#214 member # 4, must be submitted with the State of Texas Application.***

***This position has been designated as a security sensitive position. A criminal background investigation will be conducted on the final candidate for this position.***

**Contact:**

Human Resources 512-463-6564



### **AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

The Texas Veterans Commission does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in employment or the provision of services.

The Texas Veterans Commission is committed to hiring Veterans and is proud to employ the highest percentage of Veterans among all state agencies.

Please call Human Resources at (512) 463-6564 with questions or for additional information.